GIA Environmental Health and Safety Program Elements Standard

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ABSTRACT: The purpose of this GIA standard is to define the basic elements and responsibilities of a site Environmental Health and Safety (EH & S) Program.

APPLICABILITY: This GIA standard applies to GIA facilities and operations worldwide, unless superseded by more stringent country and/or local regulations.

STATUS: APPROVED 01-Apr-1991; use VTX SMC for current status.

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Responsible Department:	GIA Manufacturing and Engineering
Responsible Person:	Jerry Gaudet
Author:	Michael B. Amster
SMC Writer:	Eric Falkof

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Jerry Gaudet - GIA Environmental Health and Safety

Direct requests for further information to:

Karen Crawford
Use $ VTX ELF for the latest location information.

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1 INTRODUCTION

The purpose of this GIA standard is to define the basic elements and responsibilities for the establishment of a site Environmental Health and Safety (EH&S) Program.

1.1 SCOPE

This GIA standard shall apply to GIA facilities and operations worldwide, unless superseded by more stringent country and/or local regulations.

1.1.1 Policy

GIA shall:

- Provide its employees with a safe and healthful workplace
- Conduct its business in a manner that protects the environment and the community.
- Conduct its business in a way that conserves natural resources
- Design, produce, and distribute products in a safe manner that protects the environment
- Communicate known risks and necessary safety precautions to its employees, customers, and the community
- Evaluate potential risks associated with its products and operations in a proactive manner
- Consider full compliance with the law as being the minimum acceptable program

Based on country, local, Digital, and GIA regulations, policies, and standards, each GIA facility will ensure that procedures are established and operable, detailing the elements of a site-specific EH&S program.

1.2 RESPONSIBILITIES

All Digital employees have the responsibility to assure, support, and contribute to EH&S Program excellence by fulfilling the requirements of this document.

- Site Manager

  Adherence to applicable Digital and GIA EH&S policies, standards, and guidelines

  Day-to-day site EH&S compliance with applicable country and local regulations and laws

  EH&S program development, implementation, training, and communication of its elements

- Area EH&S Manager

  Develop and communicate specific GIA EH&S policies and standards.

  Provide assistance in the development of procedures, tools, and mechanisms to assist GIA sites and operations in complying with these policies.

- Employees

  Help create and maintain a safe and healthful work environment

  Adhere to GIA EH&S policies, standards, and guidelines

  Report potential EH&S hazards to their supervisors so that corrective action can be taken

1.3 LANGUAGE REQUIREMENT FOR THIS STANDARD

The details of this GIA standard and all documentation associated with it, such as manuals, training materials, signs, labels, postings, and so forth, must be available in English and the accepted and official local languages.

2 PROGRAM ELEMENTS

This subhead describes the elements required in a GIA EH&S Program.

2.1 MANAGEMENT SUPPORT AND DIRECTION

Business managers are responsible for assuring the adherence to applicable EH&S regulations, policies, standards, and guidelines. This support includes, but is not limited to:

Compliance with country and local EH&S regulations as well as with Digital and GIA EH&S Policies and Standards

Assignment of an EH&S staff manager to carry out and communicate regulations, policies, standards, procedures, and guidelines to management and employees

Establishment of and adherence to a site EH&S program

Review of the accomplishments and measurements of EH&S program progress on a regular basis

Provision of staffing and budget commensurate with EH&S needs and requirements

2.2 EH&S ORGANIZATION AND ADMINISTRATION

Management is responsible for establishing a technically qualified EH&S organization that functions to assist management and advises in the development, operation, and maintenance of the site's EH&S program.

Management and supervision is responsible for the implementation of the details of the EH&S program.

The EH&S organization shall include, but not be limited to:

EH&S manager with professional and the necessary support staff, such as industrial hygienist(s), safety engineer(s), environmental engineers(s), and technicians, as determined by site complexity and needs. The organization shall have a management commitment to ongoing technical as well as management education.

Safety/EH&S Committee(s)

Emergency Response Team (ERT)

The resultant EH&S plan shall include, but not be limited to:

EH&S policies, standards, procedures, and guidelines to manage significant EH&S risks

Plant EH&S and Executive EH&S Committees

Measurement of EH&S program accomplishments

Regulatory compliance documentation and the required follow-up

Management, supervision, and employee participation in required training and motivation

Proactive management, review, and approval of the following:

New and modified equipment and processes

Chemicals being introduced into the site

Planned changes to plant/facility lay-outs

Construction activities

Life safety and fire protection

Audits and periodic self inspections for potential EH&S risks

Assurance that engineering control measures are in place and functional

EH&S training and education

Periodic internal program review

Emergency response planning

Proper use of personal protective and emergency response equipment

Investigation of accidents, illnesses, and near misses

Enforcement of EH&S rules and regulations

How and by whom within Digital contact with regulatory agencies is to be handled

Identification of regulatory agency contacts

Periodic reports to management on program status

Effective EH&S program implementation requires close collaboration, coordination, and cooperation with other groups, including but are not limited to:

Health Services

Security

Facilities Maintenance and Engineering

Purchasing

Distribution (Shipping/Receiving)

Finance

Personnel

Training

Legal

Production

Process Engineering

Quality organizations

2.3 SUPERVISORY PARTICIPATION, MOTIVATION, AND DEVELOPMENT

The supervisor is essential for the success of the site EH&S program.

Supervisors shall be fully aware and informed as to department operating procedures, conditions, and potential areas of EH&S concern.

Supervisors ultimately control and are responsible for employee workplace safety and the control of accidents.

The supervisor is:

The direct link between operators and management.

In the best position to assure that there is the necessary degree of EH&S training and awareness.

Able to involve accident prevention activities in all aspects of the operation and process.

Responsible for the motivation of the employee.

The supervisor's job involves:

Engineering—Determining the most effective manner in which to perform a job while minimizing the potential risk.

Education—Instructing employees in the correct and safe methods of job performance.

Enforcement and Reinforcement—Assuring that employees follow prescribed work practices and comply with applicable EH&S regulations, policies, standards, procedures, and guidelines. Documenting and reacting in a consistent manner to the lack of adherence to EH&S policies, standards, and procedures. Incorporation of EH&S measurement criteria into employee performance reviews.

Accident Investigation and Follow-up—Investigating accidents, illnesses, and near misses. Making recommendations for the necessary corrective actions.

2.4 PROACTIVE HAZARD CONTROL

Potential EH&S risks shall be addressed in plans for the design of the facility, processes and equipment, and daily activities to ensure:

Recognition of potentially unsafe and/or environmentally unsound conditions and practices

Institution of corrective measures.

This activity shall include, but not be limited to:

Job Safety Analysis

Process and equipment review

Emergency preparedness planning

Use of the least hazardous processes and chemicals

Engineering controls as the preferential manner of work area and environment control

Use of personal protective equipment only after the appropriate review, approval, and training

Fire protection and attention to Life Safety

Documented employee Right-To-Know (R-T-K) program

Chemical management

Evaluation and control of material handling activities

Maintenance of site housekeeping

Site specific inspection and audits with follow-up as required

Attendance and participation by management, supervision, and employees at all required EH&S training and refresher courses

2.5 EMERGENCY RESPONSE PLANNING

Emergency response planning is required by all GIA facilities. The degree to which this planning is done depends on site-specific needs as determined by the size, type of operation, and associated factors. The plan must be documented and known to those involved so they can perform their tasks.

The basis of the plan shall include, but not be confined to:

A Charter

Contingency plans that anticipate and respond to potential emergencies and associated needs such as evacuation, medical emergencies, chemical spills, toxic releases to the environment, fire and explosion, bomb threat, natural disaster, power failure, severe weather, civil unrest and sabotage, facility distress, and asset and business protection

Plans prepared and communicated to evacuate and account for site inhabitants, including contractor employees and persons with physical disabilities

Inclusion and involvement of local authorities in the details and the execution plan

Regular training and drills on all phases of the plan

Media training for designated site representatives

2.6 SAFETY AND INDUSTRIAL HYGIENE PROGRAM

A safety and industrial hygiene program addresses the need to anticipate, recognize, evaluate, and control potential occupational health and safety hazards in the work environment.

There shall be professional industrial hygiene, safety, and support staff consistent with site needs. This program shall address, but not be limited to:

Chemical hazard control

Communication

Physical hazard control

Electrical/mechanical hazard control

General safety and industrial hygiene

Emergency preparedness

Facilities design

2.7 ENVIRONMENTAL PROGRAM

An environmental program ensures that operations are functioning in a manner that protects the environment and the community.

There shall be a professional environmental engineering and support staff consistent with site needs.

This program shall address, but not be limited to:

Air quality management

Water quality management

Waste management

Hazardous materials management

Emergency planning

Facilities design

2.8 HEALTH SERVICES

Health Services ensures a safe and healthful workplace, promotes optimal employee physical and emotional health, and reinforces the relationship between health, productivity, and achieving company business objectives.

There shall be a professional health service staff consistent with site needs.

This program shall address, but not be limited to:

Direct care

Occupational health and safety

Preventative care and health promotion

Employee Assistance Program (EAP)

Medical administration

2.9 HAZARDOUS MATERIALS TRANSPORTATION

A hazardous materials transportation program ensures the proper, safe, and legal handling, shipping, receiving, and transporting of hazardous materials.

There shall be a professional hazardous materials transportation and support staff consistent with site needs.

This program shall address, but not be limited to:

In-house handling, delivery, and storage

Identification for shipment, storage, and/or use

Packaging, marking, and labeling

Shipping documentation

Manifest tracking

Vehicle loading and placarding

Choice of carriers to ensure safe and legal operation

Audits of trucking firms and other associated operations

Proper and legal transportation in vehicles owned by Digital

Self-audits of program details and requirements

2.10 PROGRAM EVALUATION

Program evaluation ensures that significant EH&S risks are identified and are adequately controlled.

This program shall address, but not be limited to:

EH&S compliance with applicable country and local regulations as well as with Digital and GIA policies, standards, and guidelines

Adequacy of site EH&S management systems

Identification of deficiencies that may have substantial significance to site operations

Development and implementation of the self-audit program

Preparation of action plans and completion of required work from the Corporate Audit Programs Manager

APPENDIX A RELATED DOCUMENTS

A.1 EL-Class Digital Documents

EL-Class Number	Document Title
EL-MF737-00	*GIA Environmental Health and Safety Accident Investigation Standard*
EL-MF738-00	*GIA Environmental Health and Safety Working Alone Standard*
EL-MF739-00	*GIA Environmental Health and Safety Program Evaluation Standard*
EL-MF740-00	*GIA Environmental Health and Safety Electrical Safety Standard*
EL-MF741-00	*GIA Environmental Health and Safety Cumulative Trauma Disorder (CTD) Prevention Standard*
EL-MF742-00	*GIA Environmental Health and Safety Eye Protection Standard*
EL-MF743-00	*GIA Environmental Health and Safety Emergency Response Plan Standard*
EL-MF744-00	*GIA Environmental Health and Safety Lockout/Tagout of Energy Sources Standard*
EL-MF745-00	*GIA Environmental Health and Safety Employee Right-To-Know Standard*

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